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16 Nov.84

STAT Memorandum For: OIS/IRMD, Attn:

STAT From :
OF/RMO

Subject : Annual Report of Records Holdings - 1984

1. Attached is the Office of Finance submission of the Annual Report of Records Holdings. If there any questions regarding this
STAT report please contact me on extensions

STAT

~~ADMINISTRATIVE INTERNAL USE ONLY~~

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ANNUAL REPORT OF RECORDS HOLDINGS			NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.
TO: O/DDA/RMO		FROM: (Directorate and Office) O/DDA (Registry, MS, CMS, SSA, and SS)	
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET: CUBIC FEET: 297.00
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			3.00
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			10.50
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			163.00
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 = --
	Audio Tapes		÷ 20 = --
	Video Tapes	120	÷ 7 = 17.10
	Disc Packs		÷ 2 = --
	Word Processing Magnetic Tapes		÷ 72 = --
	Word Processing Magnetic Cards		÷ 6 = --
	Magnetic Diskettes 5¼"		÷ 5 = --
	Magnetic Diskettes 8"		41 2 ÷ 2 = 20.50
	Paper Tapes (on reels)		÷ 72 = --
6. MICROFORM RECORDS	Reels — NUMBER (16mm): 51	NUMBER (35mm)	16mm ÷ 84 = 1.61; 35mm ÷ 54 = --
	Aperture Cards		÷ 6 = --
	Microfiche		÷ 6 = --
7. TOTAL VOLUME ON HAND (1 through 6)			~~511.71~~ 494
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR			400.30
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE		INCREASE / DECREASE	~~111.41~~ +94
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR			

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

11/21/84
DATE

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Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: Chief, Information Management Branch, IRMD, OIS

FROM: DDA/Communications (Directorate and Office)

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			2390	2390
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			2390	2390
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			48	48
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			2689	2689
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 1221	÷ 7 =	174
	Audio Tapes	1211	÷ 20 =	61
	Video Tapes	2253	÷ 7 =	321
	Disc Packs	66	÷ 2 =	33
	Word Processing Magnetic Tapes	0	÷ 72 =	0
	Word Processing Magnetic Cards		0 ÷ 6 =	0
	Magnetic Diskettes 5¼"		0 ÷ 5 =	0
	Magnetic Diskettes 8"		382 ÷ 2 =	157
	Paper Tapes (on reels)	0	÷ 72 =	0
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm) 1984	16mm ÷ 84 =	0
			35mm ÷ 54 =	37
	Aperture Cards		7 ÷ 6 =	1
	Microfiche		25 ÷ 6 =	4
7. TOTAL VOLUME ON HAND (1 through 6)				5913
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				5459
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	454
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

STAT

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12/17/84
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	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

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TO: Chief, IMB/IRMD/OIS

FROM: DDA/OL *(Directorate and Office)*

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			2930	2930
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			124.5	124.5
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			235	235
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			1113	1113
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 98	÷ 7 =	14
	Audio Tapes		÷ 20 =	0
	Video Tapes	392	÷ 7 =	56
	Disc Packs	8	÷ 2 =	4
	Word Processing Magnetic Tapes	216	÷ 72 =	3
	Word Processing Magnetic Cards		÷ 6 =	0
	Magnetic Diskettes 5¼"		÷ 5 =	0
	Magnetic Diskettes 8"		20 ÷ 2 =	10
	Paper Tapes (on reels)		÷ 72 =	0
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 84 / NUMBER (35mm)	16mm ÷ 84 =	1
			35mm ÷ 54 =	0
	Aperture Cards		36 ÷ 6 =	6
	Microfiche		60 ÷ 6 =	10
7. TOTAL VOLUME ON HAND (1 through 6)				4506.5
8. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				
9. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				4723.64
10. DIFFERENCE BETWEEN ITEMS 7 AND 9 ABOVE			INCREASE / DECREASE	217.14

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5 x 8 Cards	4 linear feet

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1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS			NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: Chief, Information Management Br. OIS/IRMD			FROM: (Directorate and Office) DDA/ODP	
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 2189	CUBIC FEET 2,189
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			23	6
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				0
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			3,389	3,389
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 59,728	÷ 7 =	8,533 *
	Audio Tapes	118	÷ 20 =	6
	Video Tapes	587	÷ 7 =	84
	Disc Packs	710	÷ 2 =	355
	Word Processing Magnetic Tapes		÷ 72 =	0
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		1 ÷ 5 =	.1
	Magnetic Diskettes 8"		2 ÷ 2 =	1
	Paper Tapes (on reels)		÷ 72 =	0
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	0
	Microfiche		785" ÷ 6 =	1. ~~14.1~~
7. TOTAL VOLUME ON HAND (1 through 6)				14,564 ~~14,577~~
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				15,741
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	~~1,164~~
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				1,177

* Does not include the computer tapes in the Vital Records as the total has in the past.

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SIGNATURE OF RECORDS OFFICER

9 Nov. 1984
DATE

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4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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TO: DDA/OIS/IRMD

FROM: (Directorate and Office) Office of Finance, RMO

			LINEAR FEET	CUBIC FEET	
1. OFFICE FILES: Correspondence, Cases, Etc.			2755	2755	1
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				221	2
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				32	3
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				502	4
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =		5
	Audio Tapes		÷ 20 =		6
	Video Tapes	16	÷ 7 =	2	7
	Disc Packs	10	÷ 2 =	5	8
	Word Processing Magnetic Tapes		÷ 72 =		9
	Word Processing Magnetic Cards		÷ 6 =		10
	Magnetic Diskettes 5¼"		105 ÷ 5 =	~~21~~ 1	11
	Magnetic Diskettes 8"		90 ÷ 2 =	~~45~~ 1	12
	Paper Tapes (on reels)		÷ 72 =		13
6. MICROFORM RECORDS	Reels — NUMBER (16mm) 5910	NUMBER (35mm)	16mm ÷ 84 =	70	14
			35mm ÷ 54 =		15
	Aperture Cards		÷ 6 =		16
	Microfiche		17149 ÷ 6 =	~~25~~ 17	17
7. TOTAL VOLUME ON HAND (1 through 6)				3590 ~~3678~~	17
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				3764	19
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE		20
			DECREASE	~~86~~ 174	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				1133	21

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TO:

FROM: (Directorate and Office)
OIS

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			989	989
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			41	41
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			179	179
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes	8	÷ 7 =	1
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		2 ÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm): 114	NUMBER (35mm)	16mm ÷ 84 =	1
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		63 ÷ 6 =	11
7. TOTAL VOLUME ON HAND (1 through 6)				1,222
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				2,093
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	- 871
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

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TO:

FROM: (Directorate and Office)
Office of Director, OIS

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			61.5	62
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			9.7	10
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			.1	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			12.7	13
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	

7. TOTAL VOLUME ON HAND (1 through 6)		85
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR		353
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE	INCREASE / DECREASE	- 268
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR		

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TO:

FROM: (Directorate and Office) IRMD

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			197.6	198
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			1.5	1
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			104.5	105
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes	8	÷ 7 =	1
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		.8 ÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm): 91	NUMBER (35mm)	16mm ÷ 84 =	1
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		.6 ÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				306
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				408
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	- 102
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

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TO:			FROM: (Directorate and Office) RPD	
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 72.3	CUBIC FEET 72
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			8	1
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			20.4	20
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		1 ÷ 6 =	1
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		.4 ÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		22.8 ÷ 6 =	4
7. TOTAL VOLUME ON HAND (1 through 6)				98
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				669
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	- 571
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

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TO:

FROM: (Directorate and Office)
IPD

1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 583.5	CUBIC FEET 584
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			18.3	2
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			35.1	35
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 23 / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		39.3 ÷ 6 =	7
7. TOTAL VOLUME ON HAND (1 through 6)				628
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				568
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	+ 60
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

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TO:	FROM: (Directorate and Office) CRD		
1. OFFICE FILES: Correspondence, Cases, Etc.		LINEAR FEET 73.8	CUBIC FEET 74
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.		3.3	1
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.		6.5	7
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =
	Audio Tapes		÷ 20 =
	Video Tapes		÷ 7 =
	Disc Packs		÷ 2 =
	Word Processing Magnetic Tapes		÷ 72 =
	Word Processing Magnetic Cards		.1 ÷ 6 =
	Magnetic Diskettes 5¼"		÷ 5 =
	Magnetic Diskettes 8"		÷ 2 =
	Paper Tapes (on reels)		÷ 72 =
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =
			35mm ÷ 54 =
	Aperture Cards		÷ 6 =
	Microfiche		.2 ÷ 6 =
7. TOTAL VOLUME ON HAND (1 through 6)			82
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR			75
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE		INCREASE / DECREASE	+ 7
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR			

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

DATE

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO: Information Management Branch
1236 Ames Building

FROM: (Directorate and Office)
DDA/OMS/R&SD

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.				1752
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				30.5
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				966
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				178
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 35	÷ 7 =	5.0
	Audio Tapes	258	÷ 20 =	12.9
	Video Tapes	50	÷ 7 =	8.6
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche 318		÷ 6 =	53.0
7. TOTAL VOLUME ON HAND (1 through 6)				3006
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				2794
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	212
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

STAT

12/13/84

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Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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